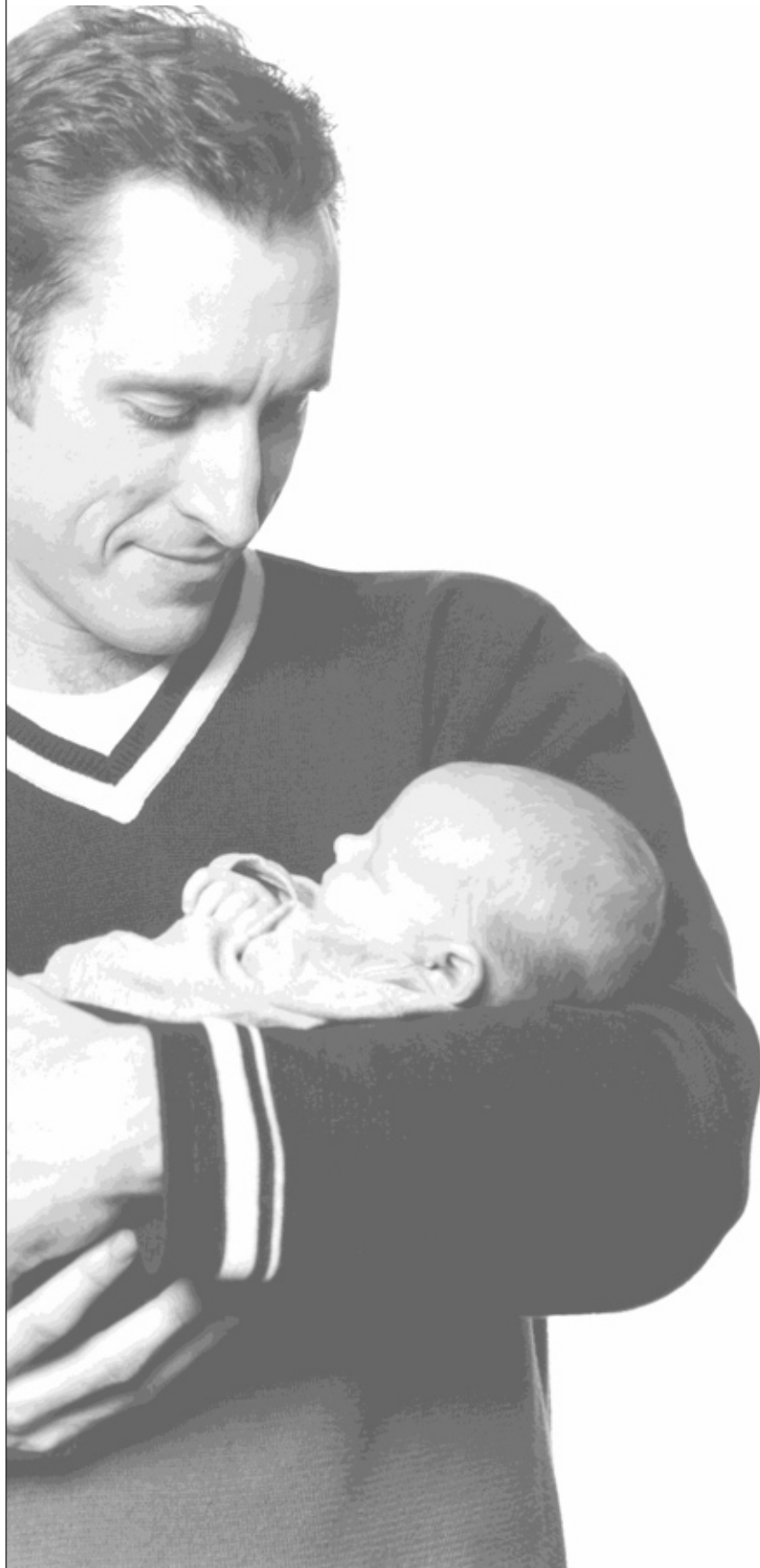


CPS/CWS
Field
Activity
Guide
**Coordinator/
Instructors**



CPS/CWS

Table of Contents

Introduction	1
Required Field Activities Checklist	3
CPS Field Activities	
Activity #1– Prioritization	4
Activity #2 – Documentation	6
Activity #3 – Values	8
Activity #4 – Roles and Responsibilities	10
Activity #5 – Resources	12
Activity #6 – Court Observation	14
Activity #7 – Cultural Considerations	16
Activity #8 – Indicators of CA/N	18
Activity #9 – Interviewing Children	20
Activity #10 – Interviewing Adults	22
Activity #11 – Safety Assessment/Safety Planning	24
Activity #12 – Engaging Families	26
Activity #13 – Parent/Child Visitation	28
Activity #14 – ISSP	30
Activity #15 – Shared Decision Making	32
Activity #16 – Child Placement	34
Activity #17 – Foster Home Visit	36
Activity #18 – Health and Safety Visit	38
Activity #19 – Reunification	40
Summary Evaluation	42

Introduction

Goals

The field activity component of the *Academy Training Program* is one of the most important elements in preparing new social workers for work in Children's Administration. Your role as a Field Activity Coordinator and/or Field Instructor will help trainees integrate and apply the knowledge gained in the classroom and from assigned reading. More importantly, it will provide trainees the opportunity to experience the day-to-day aspects of child welfare work in a structured way, alongside an experienced social worker.

The field activity component serves four important goals:

- To enable the trainee to experience the realities and challenges of child welfare work;
- To provide an opportunity to integrate and apply classroom learning to day-to-day child welfare practice;
- To aid in the successful completion of the *Academy Training Program*; and
- To help prepare the trainee for a successful career with Children's Administration.

Roles

During the field activity, the trainee will receive guidance and support from three people, the Academy Field Coordinator and the local office Field Activity Coordinator and Field Instructor(s).

Academy Field Coordinator

This is the Academy Trainer of the field activity component, based out of the Office of Staff Development & Training. This role is to:

- Train Field Activity Coordinators about the field activity process.
- Prepare trainees for the field activity component.
- Debrief the field activity component with trainees and help them integrate what they learned into their social work practice.
- Provide ongoing support to the Field Activity Coordinator, Field Instructors and trainees throughout the field activity component.

Field Activity Coordinator

The role of the Field Activity Coordinator is to guide the trainee through the field experience. The Field Activity Coordinator is asked to meet with each trainee for at least two hours per week to:

- Organize the practice opportunities so that the trainee can complete all the required field activities over the two-week period.
- Assign an experienced worker to serve as a Field Instructor for each activity.
- Provide consultation on case practice, involving other unit members as appropriate.
- Ensure that a trainee is not asked to take on tasks that exceed his/her level of expertise.
- Provide regular support to the trainee.
- Provide honest and clear feedback to help the trainee grow professionally.
- Model professionalism.

Field Instructor

- Provides the trainee with opportunities to participate in and complete the field placement activities.
- Provide the trainee with an opportunity to debrief each activity to help the trainee integrate the learning into their social work practice.
- Offer specific feedback to the trainee regarding their participation in the field activity.
- Complete the trainee evaluation for each activity.
- Provide feedback to the Field Activity Coordinator on the trainee's performance.
- Model good social work practice and professionalism.

Evaluation

Field Instructors are to complete the evaluation portion on the field activity sheets and provide a copy of each to the Field Activity Coordinator and the trainee. Evaluation of each field activity area is based on the following criteria:

- Did the trainee complete the assigned field activity and follow directions?
- Did the trainee understand the field activity?
- Did the trainee demonstrate appropriate beginning competency in the field area?

Field Activity Coordinators at the end of the field activity component are asked to:

- Complete the *Summary Evaluation* assessing the trainee's overall performance during the field activity placement.
- Complete the *Required Field Activity Checklist*.
- Review the checklist and evaluation with the trainee.
- Send both the signed *Summary Evaluation* and *Required Field Activity Checklist* to the Office of Staff Development and Training.

Once the Office of Staff Development and Training has received a copy of the *Summary Evaluation* and *Required Field Activity Checklist*, the information will be reviewed by both the Academy Field Coordinator and Academy trainers. Additional assistance will then be provided trainees in areas that may require further support.

Your role as a Field Activity Coordinator and/or Field Instructor is of crucial importance to the success of the *Academy Training Program* and we **THANK YOU** for your participation!

Required Field Activities Checklist

CPS/CWS

- ☐ Observe/participate with social worker to prioritize daily schedule.
- ☐ Shadow a social worker for a full day and document different roles and responsibilities.
- ☐ Interview an experienced social worker and document how they meet documentation requirements.
- ☐ Review with field instructor personal & professional social work values and how they may come into conflict with agency values.
- ☐ Research agencies in the community that provide services to families from diverse backgrounds.
(*Complete Treasure Hunt*)
- ☐ Observe contested court proceeding
- ☐ Observe half a day of shelter care, dependency or review proceedings.
- ☐ Accompany social worker on referrals alleging physical abuse, sexual abuse & neglect. Identify and discuss indicators of child abuse and neglect on these referrals. (*combined with*)
- ☐ Observe/participate in an interview of a child. (*combined with*)
- ☐ Observe/participate in an interview of adults. (*combined with*)
- ☐ Observe/participate in the completion of a safety assessment and safety plan. (*combined with*)
- ☐ Observe/participate in the completion of investigative risk assessment. (*combined with*)
- ☐ Observe/participate in a CPS findings decision derived from a completed Investigative Risk Assessment.
- ☐ Observe/participate in initial contact with referred family. (*combined with*)
- ☐ Observe/participate in engaging a family in safety and/or service plans.
- ☐ Observe/participate in the development and/or updating of an Individual Service & Safety Plan (ISSP). OR
- ☐ Review a case record that has completed this process.
- ☐ Observe/Participate in the administration and/or staffing of a Kidscreen assessment OR
- ☐ Observe/participate in a CPT, prognostic, permanency or adoption staffing. Assist in completion of necessary paperwork for the staffing. OR
- ☐ Observe a supervisor/social worker monthly case review.
- ☐ Observe/participate in intervention with a family of different culture than self.
- ☐ Observe/participate in parent/child visitation.
- ☐ Observe/participate in the removal of a child from home. OR
- ☐ Observe/participate/plan the transfer of child from one placement to another.
- ☐ Visit a foster home and ask the foster parent what they need from CA to be successful.
- ☐ Observe a foster home during transition times (i.e.: child getting home from school, getting up in the morning, etc...)
- ☐ Observe /participate in a health and safety interview of a child in care and enter interview info Camis/GUI.

Trainee's Signature

Field Activity Coordinator Signature

Date

Please fax this completed form to Academy Trainer at (206) 923-4899. Thank you.

Activity #1 – Prioritization

COMPETENCY

General Category – Professional/Administration

Competency – Ability to manage self in workplace.

Criteria – Can prioritize work and manage time effectively.

Description of Field Activity given to Trainee

Observe and participate with the field instructor/supervisor and/or designated social worker the prioritizing of the daily work schedule.

Note: This activity may be combined with activities #2, #3 and #4.

Field Activity Instructions given to Trainee

1) Meet with your field instructor/supervisor and/or designated social worker at the beginning of the day and observe their process in developing the day's schedule of activities for themselves. **2)** Discuss how they organize their priorities. **3)** Ask them what criteria they use to determine when and what will be done. **4)** Take note of their consideration of issues that arise during the day and how they prioritize their tasks for the day and/or week. **5)** Ask for clarification about why the worker ranked certain activities before others. **6)** Identify the critical components of how to prioritize workload.

Field Instructor's Directions

1) Review the trainee's instructions for this activity. **2)** Meet with the trainee at the beginning of the day and share your process in developing the day's schedule and activities. **3)** Discuss how you organize your priorities. **4)** Tell them your criteria to determine when and what will be done. **5)** Discuss the observations and questions that they have. **6)** Discuss the critical components of how to prioritize workload.

Field Activity Debrief

Discuss with the trainee the activity and how they might approach prioritization of work. Answer their questions.

Field Instructor's Evaluation of Trainee

The trainee completed this activity and followed the field activity instructions.

☐ Yes

☐ No

☐ Partially

☐ N/A

Comments:

The trainee completed this activity with acceptable understanding.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee demonstrated beginning skills in this activity.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

Activity #2 – Documentation

COMPETENCY

General Category – Case Planning/Case Management

Competency – Ability to adhere to documentation requirements.

Criteria – Can develop a plan to meet CA's policies regarding documentation.

Description of Field Activity given to Trainee

Interview the field instructor/supervisor and/or a designated social worker and record how they meet CA documentation requirements.

Note: This activity may be combined with activities #1, #3 and #4.

Field Activity Instructions given to Trainee

1) Meet with your field instructor/supervisor and/or a designated social worker and interview them about how they meet CA documentation requirements. **2)** Ask them to explain the requirements for documentation in CA records. **3)** Ask them what they do to meet these requirements. **4)** Ask them what the barriers are to completing documentation and how they deal with them.

Field Instructor's Directions

1) Review the trainee's instructions for this activity. **2)** Meet with him/her and answer their questions about how you meet CA documentation requirements. **3)** Be prepared to give them information about the requirements for documentation in CA records and how you meet these requirements. **4)** Give them examples of barriers to completing documentation and how you deal with them.

Field Activity Debrief

Discuss documentation with the trainee. Give them feedback on what they learned and their understanding of what the documentation requirements are. Ask them how they will meet CA documentation requirements.

Field Instructor's Evaluation of Trainee

The trainee completed this activity and followed the field activity instructions.

☐ Yes

☐ No

☐ Partially

☐ N/A

Comments:

The trainee completed this activity with acceptable understanding.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee demonstrated beginning skills in this activity.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

Activity #3 – Values

COMPETENCY

General Category – Professional/Administration

Competency – Ability to identify social work values and apply these to CA social work.

Criteria – Can identify examples of effective resolution of conflict regarding basic social work values and child welfare practice in relation to specific case situations.

Description of Field Activity given to Trainee

Review with field instructor/supervisor and/or a designated social worker their personal and professional social work (SW) values, and how these may come into conflict with case practice.

Note: This activity may be combined with activities #1, #2 and #4.

Field Activity Instructions given to Trainee

1) Discuss with your field instructor/supervisor and/or a designated social worker when personal and professional SW may come into conflict with case practice and ask them to explain their general approach to resolving the issue. **2)** Ask them about specific examples of when these conflicts might come up (e.g. placement of children, termination of parental rights, sexual orientation issues etc.) and what they do to deal with the situation.

Field Instructor's Directions

1) Review the trainee's instructions for this activity. **2)** Discuss with your trainee when your personal and professional SW values may come into conflict with case practice and explain your general approach to resolving the issue. **3)** Give them specific examples of when these conflicts might come up (e.g. placement of children, termination of parental rights, sexual orientation issues etc.) and what you do.

Field Activity Debrief

Discuss with your trainee what they learned. Ask them where they think they will have value conflicts and how they will resolve them.

Field Instructor's Evaluation of Trainee

The trainee completed this activity and followed the field activity instructions.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee completed this activity with acceptable understanding.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee demonstrated beginning skills in this activity.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

Activity #4 – Roles and Responsibilities

COMPETENCY

General Category – Working with Families

Competency – Ability to identify and apply the roles and responsibilities of a CPS social worker when working with families.

Criteria – Can describe the role and responsibilities of a CPS/CWS worker when working with families.

Description of Field Activity given to Trainee

Shadow the field instructor/supervisor and/or a designated social worker and document the different roles they perform and responsibilities they engage in.

Note: This activity may be combined with activities #1, #2 and #3.

Field Activity Instructions given to Trainee

1) Accompany your field instructor/supervisor and/or a designated social worker for a full day. **2)** Document the different roles they engage in during the course of intervening with families. (i.e. investigator, resource broker, service planner, consultant, family support provider, crisis worker, legal interpreter etc.) **3)** Observe and document transition times when the worker changes roles during an intervention, i.e. when the investigative role gives way to the resource broker or service planner. **4)** Ask them what they find most difficult and how they manage it. **5)** Ask them what other roles they engage in that were not observed.

Field Instructor's Directions

1) Review the trainee's instructions for this activity. **2)** Arrange for your trainee to accompany you for a full day. **3)** Point out the different roles you engage in during the course of intervening with families, (i.e., investigator, resource broker, service planner, consultant, family support provider, crisis worker, legal interpreter, etc.) **4)** Discuss with them transition times when you must change roles in an intervention, i.e. when the investigative role gives way to the resource broker or service planner. **5)** Tell them what you find most difficult and how you manage it. **6)** Tell them what other roles you engage in that were not observed.

Field Activity Debrief

Give the trainee feedback on what they learned about the different roles and responsibilities of the social worker. Ask the trainee which roles they might find challenging and how they might manage them.

Field Instructor's Evaluation of Trainee

The trainee completed this activity and followed the field activity instructions.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee completed this activity with acceptable understanding.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee demonstrated beginning skills in this activity.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

Activity #5 – Resources

COMPETENCY

General Category – Professional/Administration

Competency – Ability to respect and respond to difference.

Criteria – Can identify resources for the diverse needs of the families we serve.

Description of Field Activity given to Trainee

Research agencies in the community that provide services to families who have diverse needs and backgrounds.

Field Activity Instructions given to Trainee

1) Complete the “Treasure Hunt” given to you from your first two weeks of Academy. (Instructions are provided within the “Treasure Hunt” document.)

Field Instructor’s Directions

1) Review the trainee’s instructions for this activity and review the “Treasure Hunt” document given to them at Academy. **2)** Arrange a time to debrief this activity with them.

Field Activity Debrief

Discuss the trainee’s information they gathered to complete the “Treasure Hunt”. Provide them resources and access information of that they didn’t identify.

Field Instructor’s Evaluation of Trainee

The trainee completed this activity and followed the field activity instructions.

☐ Yes

☐ No

☐ Partially

☐ N/A

Comments:

The trainee completed this activity with acceptable understanding.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee demonstrated beginning skills in this activity.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

Activity #6 – Court Observation

COMPETENCY

General Category – Legal Aspects Of Child Protection

Competency – Ability to describe the child protection legal process and social worker role.

Criteria – Can state the role of the court and describe how the courts can be utilized to protect children.

Description of Field Activity given to Trainee

Observe at least a half-day of dependency court proceedings; to include (if available) shelter care, dependency trial and/or dependency review hearings. (If available, observe a contested hearing.)

Field Activity Instructions given to Trainee

1) Arrange with your field instructor/supervisor and/or a designated social worker to observe local dependency court proceedings. **2)** If given permission by the parties, observe and document the activities and the pre-court discussions regarding the hearings you are observing. **3)** Identify the purpose of the proceedings you observed. **4)** Observe and document the social workers role, the role of the Assistant Attorney General (AAG) and the other attorneys in the process. **5)** Document the different types of hearings and the decisions (court orders) rendered. **6)** If the opportunity arises, ask the agency social worker and AAG involved in the proceedings about the purpose of the hearings observed and the roles of the parties involved.

Field Instructor's Directions

1) Review the trainee's instructions for this activity. **2)** Arrange for them to observe a local dependency court proceeding. **3)** Arrange a time to debrief this activity with them.

Field Activity Debrief

Discuss and answer the list of questions the trainee developed arising from this activity. Ask what they observed in any pre-court discussions and provide feedback. Ask what hearings they observed, the purposes of the hearings, the orders rendered and provide clarification and/or feedback. Ask about what they observed regarding the SW and attorneys role in the hearings and provide clarification and/or feedback.

Field Instructor's Evaluation of Trainee

The trainee completed this activity and followed the field activity instructions.

☐ Yes

☐ No

☐ Partially

☐ N/A

Comments:

The trainee completed this activity with acceptable understanding.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee demonstrated beginning skills in this activity.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

Activity #7 – Cultural Considerations

COMPETENCY

General Category – Working with families

Competency – Ability to provide culturally responsive supportive services to families.

Criteria – Can identify intervention methods to strengthen and support the family in the context of the family's development.

Description of Field Activity given to Trainee

Observe/participate in an intervention with a family of a different culture than yourself.

Field Activity Instructions given to Trainee

1) Accompany your field instructor/supervisor and/or a designated social worker on a contact with a family that is of a different culture than you. **2)** Ask them about considerations they have made when working with families of the cultural group you are visiting. **3)** Identify those considerations in the interaction with the family. **4)** Review your Academy week one materials from the “Culturally Responsiveness” workshop.

Field Instructor's Directions

1) Review the trainee's instructions for this activity. **2)** Arrange for your trainee to accompany you on a visit with a family that is of a different culture than them. **3)** Tell them considerations you have made when working with families of the cultural group you are visiting. **4)** After the visit discuss with the trainee those considerations and ones they observed in the interaction with the family.

Field Activity Debrief

Debrief with your trainee the considerations they observed and how that impacted the interaction. Discuss the information they learned in the Academy workshop on “Cultural Considerations” and how this experience applies to this activity. Ask them what they will do when they plan to visit families from different cultural groups.

Field Instructor's Evaluation of Trainee

The trainee completed this activity and followed the field activity instructions.

☐ Yes

☐ No

☐ Partially

☐ N/A

Comments:

The trainee completed this activity with acceptable understanding.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee demonstrated beginning skills in this activity.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

Activity #8 – Indicators of CA/N

COMPETENCY

General Category – Intake and Investigations

Competency – Ability to recognize the indicators of child abuse and neglect (CA/N).

Criteria – Can identify indicators of child abuse and neglect through specific case practice situations.

Description of Field Activity given to Trainee

Accompany a worker on referrals alleging physical abuse, sexual abuse and neglect.

Note: This activity may be combined with activities #8, #10 through #13.

Field Activity Instructions given to Trainee

1) Meet with your field instructor/supervisor and/or designated social worker to discuss the specific referral that will be investigated and the field call that will be made. **2)** Observe/participate with them in the steps needed to arrange the field call (contact school/daycare, verify location, contact collateral sources as appropriate, assess safety issues, arrange for state car, cell phone, organize child interview tools, etc). **3)** Accompany them and document the indicators of CA/N that you observe. **4)** Be prepared to assist with any unforeseen direction the field call may take (child placement, call to supervisor, law enforcement, etc). **5)** Discuss the field call after its completion and observe/assist with the documentation of the events. **6)** Discuss the CA/N indicators you observed and compare to those identified by the worker.

Field Instructor's Directions

1) Review the trainee's instructions for this activity. **2)** Meet with the trainee and discuss the referral that will be investigated and the field call(s) you intend to make. **3)** Demonstrate and encourage them to observe/participate in the specific steps needed to arrange the field call (contact school/daycare, verify location, contact collateral sources as appropriate, assess safety issues, arrange for state car, cell phone, organize child interview tools, etc). **4)** Make the call. **5)** Discuss the field call after its completion and demonstrate the documentation of the events. **6)** Discuss the CA/N indicators you observed and compare to those identified by the trainee.

Field Activity Debrief

Review the activity with the trainee and what they learned. Answer any questions they have arising from their experience with this activity. Ask them what steps they can take to resolve the CA/N indicators when they are not very clear. Discuss how you do this.

Field Instructor's Evaluation of Trainee

The trainee completed this activity and followed the field activity instructions.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee completed this activity with acceptable understanding.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee demonstrated beginning skills in this activity.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

Activity #9 – Interviewing Children

COMPETENCY

General Category – Intake and Investigations

Competency – Ability to conduct an investigative interview.

Criteria – Can conduct a child-centered interview obtaining relevant information during the interview.
Can identify appropriate locations and conditions for conducting investigative interviews.

Description of Field Activity given to Trainee

Observe/participate with field instructor/supervisor and or designated social worker as they conduct an investigative interview of a child.

Note: This activity may be combined with activities #8, #9 and #11, #12, #13.

Field Activity Instructions given to Trainee

1) Meet with your field instructor/supervisor and/or designated social worker to discuss the referral/allegation that will be investigated and the child who will be interviewed. **2)** Review local CA/Law Enforcement investigation protocols. **3)** Observe/participate in coordination with law enforcement to ensure CA/Law Enforcement protocols are followed and the investigation is appropriately managed (if the allegation involves possible criminal activity). **4)** Observe/participate in coordination with other contacts to set up and manage the interview (daycare, foster parent, school, etc.) **5)** Observe as the child is interviewed. **6)** Were the interview guidelines that were presented in the “Interviewing” workshop at Academy used? How well? If not, why? **7)** Be prepared to assist if the interview leads to out of home placement. **8)** Discuss your observations, including the location and conditions of the interview with the worker and get feedback. **9)** Observe/assist with the documentation of the events into CAMIS.

Field Instructor's Directions

1) Review the trainee's instructions for this activity. **2)** Meet with the trainee to discuss the specific referral/allegation that will be investigated and the child(ren) who will be interviewed. **3)** Direct them to review your local CA/Law Enforcement investigation protocols. **4)** Demonstrate and encourage them to observe/participate in coordination with law enforcement to ensure CA/Law Enforcement protocols are followed and the investigation is appropriately managed (if the allegation involves possible criminal activity). **5)** Demonstrate and encourage them to observe/participate in coordination with other contacts to set up and manage the interview (daycare, foster parent, school, etc.) **6)** Conduct the child interview with the trainee present. **7)** Demonstrate the procedure if the interview leads to out of home placement. **8)** Demonstrate and encourage them to observe/assist in the documentation of the events into CAMIS.

Field Activity Debrief

Discuss the interview with the trainee, what they learned and answer their questions arising from their experience with this activity. Address the issue of location and conditions. Review with the trainee the interview guidelines that were presented in the "Interviewing" workshop at Academy and discuss how they were used, or not used, in the interview they observed. Ask them what worked and what didn't. Ask them what part of interviewing will be the most challenging and how they will address these challenges in their practice.

Field Instructor's Evaluation of Trainee

The trainee completed this activity and followed the field activity instructions.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee completed this activity with acceptable understanding.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee demonstrated beginning skills in this activity.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

Activity #10 – Interviewing Adults

COMPETENCY

General Category – Intake and Investigations

Competency – Ability to conduct an investigative interview.

Criteria – Can define and apply the stages of an investigative interview of parents, non-offending parents and other adults. Can identify appropriate locations and conditions for conducting investigative interviews.

Description of Field Activity given to Trainee

Observe and participate with field instructor/supervisor and/or designated social worker as they conduct an investigative interview with an adult.

Note: This activity may be combined with activities #8, #9, #10, #12 and #13.

Field Activity Instructions given to Trainee

1) Meet with your field instructor/supervisor and/or designated social worker to discuss the specific referral/allegation that will be investigated and the adult who will be interviewed. **2)** Review your local CA/Law Enforcement investigation protocols. **3)** Observe/participate in the steps to arrange the interview and if needed, with law enforcement to ensure CA/Law Enforcement protocols are followed and investigation is appropriately managed. **4)** Observe as the adult is interviewed. **5)** Were the interview guidelines that were presented in the “Interviewing” workshop at Academy used? How well? If not, why? **6)** Discuss your observations, including the location and conditions of the interview with the worker and get feedback. **7)** Observe/assist with the documentation of the events into CAMIS.

Field Instructor’s Directions

1) Review the trainee’s instructions for this activity. **2)** Meet with your trainee to discuss the specific referral/allegation that will be investigated and the adults who will be interviewed. **3)** Direct them to review your local CA/Law Enforcement investigation protocols. **4)** Demonstrate and encourage them to observe/participate in coordination with law enforcement to ensure CA/Law Enforcement protocols are followed and investigation is appropriately managed (if the allegation involves possible criminal activity). **5)** Conduct the adult interview in the trainee’s presence. **6)** Demonstrate and encourage them to observe/assist with the documentation of the events into CAMIS.

Field Activity Debrief

Discuss the interview with the trainee, what they learned and answer their questions arising from their experience with this activity. Address the issue of location and conditions. Review with the trainee the interview guidelines that were presented in the “Interviewing” workshop at Academy and discuss how they were used, or not used, in the interview they observed. Ask them what worked and what didn’t. Ask them what part of interviewing will be the most challenging and how they will meet these challenges in their practice.

Field Instructor's Evaluation of Trainee

The trainee completed this activity and followed the field activity instructions.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee completed this activity with acceptable understanding.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee demonstrated beginning skills in this activity.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

Activity #11 – Safety Assessment/ Safety Planning

COMPETENCY

General Category – Intake and Investigations

Competency – Ability to assess and meet the child's immediate safety needs.

Criteria – Can accurately complete a safety assessment and clear, adequate safety-plan.

Description of Field Activity given to Trainee

Observe/participate in completion of a safety assessment and safety plan.

Note: This activity may be combined with activities #8, #9, #10, #11 and #13.

Field Activity Instructions given to Trainee

1) Observe/participate with field instructor/social worker or designated social worker in an initial safety assessment and safety plan for a new referral. **2)** Review the safety assessment form and procedure before the visit with the family. **3)** Complete your own safety assessment and plan during the process and hold onto it until after the visit for review with the worker. **4)** Discuss your assessment and plan with the worker and get feedback.

Field Instructor's Directions

1) Review the trainee's instructions for this activity. **2)** Demonstrate and encourage the trainee to observe/participate with you in an initial safety assessment and safety plan for a new referral. **3)** Review and discuss the safety assessment and plan that the trainee completed, comparing it to your own. Discuss the differences and similarities and reasons for them.

Field Activity Debrief

Review with your trainee what they learned and answer their questions arising from their experience with this activity. Review and discuss the safety assessment and plan that the trainee completed comparing it to the assigned social worker's. Discuss the differences and similarities and reasons for them.

Field Instructor's Evaluation of Trainee

The trainee completed this activity and followed the field activity instructions.

☐ Yes

☐ No

☐ Partially

☐ N/A

Comments:

The trainee completed this activity with acceptable understanding.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee demonstrated beginning skills in this activity.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

Activity #12 – Engaging Families

COMPETENCY

General Category – Case Planning and Case Management

Competency – Ability to engage families in the case planning process.

Criteria – Can describe and apply appropriate strategies to engage and empower families through specific case practice.

Description of Field Activity given to Trainee

Observe/participate in initial contact with newly referred family and the process in developing an initial safety plan.

Note: This activity may be combined with #8 through #13.

Field Activity Instructions given to Trainee

1) Arrange with your field instructor/supervisor and/or a designated social worker to accompany them on an initial contact with a newly referred family. **2)** Observe the social worker's technique in engaging the family members in the discussion of the referral. Take note of the way in which they manage resistance and heightened emotions. **3)** Identify the point at which the social worker transitions from the original discussion of safety and risk to developing a safety plan with the family. **4)** What strategies does the worker use to empower the family? **5)** Discuss your observations and get feedback.

Field Instructor's Directions

1) Review the trainee's instructions for this activity. **2)** Arrange for your trainee to accompany you on an initial contact with a newly referred family. **3)** Discuss with them how you engage the family and if resistance or heightened emotions erupt how you manage it and stay on point. **4)** Discuss with them at which point you decided to transition from the original discussion of safety and risk to developing a safety plan with the family. **5)** What strategies do you use to empower the family? Share them. **6)** Discuss their observations and give them feedback.

Field Activity Debrief

Review with your trainee what they learned and answer their questions arising from their experience with this activity. Ask them what challenges they think they may encounter in engaging families and how they are going to manage them.

Field Instructor's Evaluation of Trainee

The trainee completed this activity and followed the field activity instructions.

☐ Yes

☐ No

☐ Partially

☐ N/A

Comments:

The trainee completed this activity with acceptable understanding.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee demonstrated beginning skills in this activity.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

Activity #13 – Parent/Child Visitation

COMPETENCY

General Category – Working With Children and Youth in Care

Competency – Ability to minimize the impact of separation and placement of children in care.

Criteria – Can recognize the physical, emotional, and behavioral indicators that may result from separation.

Description of Field Activity given to Trainee

Observe/participate in a parent/child visitation.

Field Activity Instructions given to Trainee

1) Review with your field instructor/supervisor and/or a designated social worker the procedure for parent/child visits and arrange to supervise one. **2)** Ask the worker for the specific parameters and issues of the visit you will supervise. **3)** Observe the behavior of the parent(s) and child(ren), particularly the interaction at the beginning and end of the visit. **4)** Did you see anything in the child/parent interaction that relates to issues of separation? **5)** Intervene, model or demonstrate (when appropriate) effective parenting techniques. **6)** Acknowledge the parent's strengths during the visit. **7)** Document the interactions of the visit and any appropriate and/or inappropriate behaviors the parent demonstrates with the child and discuss with the worker.

Field Instructor's Directions

1) Review the trainee's instructions for this activity. **2)** Arrange for the trainee to supervise a parent/child visit and discuss the protocol and parameters of the visit. **3)** Discuss what they observed, particularly the interaction at the beginning and end of the visit between the parent(s) and child(ren). **4)** Did they observe any issues around separation between the parent(s) and child(ren)? **5)** Did they need to intervene, model or demonstrate (when appropriate) effective parenting techniques? If so, what and why? **6)** What strengths did they notice during the visit. **7)** Review their documentation of the interactions and if any appropriate and/or inappropriate behaviors the parent demonstrated with the child and discuss with them your feedback.

Field Activity Debrief

Debrief with your trainee what they observed during the visitation. Discuss what they thought might have been associated with separation issues and provide feedback regarding the accuracy of their observations and conclusions.

Field Instructor's Evaluation of Trainee

The trainee completed this activity and followed the field activity instructions.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee completed this activity with acceptable understanding.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee demonstrated beginning skills in this activity.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

Activity #14 – ISSP

COMPETENCY

General Category – Case Planning and Case Management

Competency – Ability to develop effective service plans.

Criteria – Can apply tools & other assessments to develop an integrated service plan and apply that plan to an ISSP.

Description of Field Activity given to Trainee

Observe/participate in the development and/or updating of an Individual Service & Safety Plan (ISSP). If not available, review at least one completed ISSP in a case record.

Field Activity Instructions given to Trainee

1) Observe/participate with your field instructor/supervisor and/or a designated social worker the development and writing of an ISSP. **2)** Ask the worker you are observing what assessment information is used for each section. **3)** Take note of how the plan is linked to the assessment information gathered. **4)** Discuss and document what the ISSP is used for in the life of a case. **5)** If the opportunity is not available, ask your field instructor/supervisor or designated social worker for a case to review that has completed this process and answer questions 2 – 4 from what you see in the record.

Field Instructor's Directions

1) Review the trainee's instructions for this activity. **2)** Encourage the trainee to observe/participate with you in the development and writing of an ISSP. **3)** Discuss with them what assessment information is used for each section **4)** Identify how the plan is linked to the assessment information gathered. **5)** Discuss how the ISSP is used in the life of a case. **6)** Absent the opportunity to observe first hand this process, arrange for your trainee to review a record that has completed this process and review their answers to questions 2 – 5.

Field Activity Debrief

Answer the trainee's questions that arise from this activity. Review with the trainee the process of developing an ISSP and ask them to identify when they are used in the CPS process. Ask them how assessment information in the case they observed is linked (or not) to formulating service plans.

Field Instructor's Evaluation of Trainee

The trainee completed this activity and followed the field activity instructions.

☐ Yes

☐ No

☐ Partially

☐ N/A

Comments:

The trainee completed this activity with acceptable understanding.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee demonstrated beginning skills in this activity.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

Activity #15 – Shared Decision Making

COMPETENCY

General Category – Case Planning and Case Management

Competency – Ability to utilize the principles of shared decision-making.

Criteria – Can understand and apply the model of shared decision making through specific case practice.

Description of Field Activity given to Trainee

Observe/participate in a Kidscreen, CPT or prognostic staffing and assist in the completion of the necessary paperwork for the staffing. If not available, observe a supervisor/social worker monthly case review.

Field Activity Instructions given to Trainee

1) Arrange with your field instructor/supervisor and/or a designated social worker to participate in one or more of the staffing opportunities that are identified above. **2)** Identify the significant issues that the staffing is addressing and take note of the different points of view from the parties involved. **3)** How does the variety of expertise in these meetings influence the plans? **4)** How does the worker prepare and present at the meeting? **5)** Absent the opportunity to observe one of these staffings arrange with your supervisor to observe one of their supervisor/social worker monthly case reviews. Answer questions 2 – 4 from what you see in this process.

Field Instructor's Directions

1) Review the trainee's instructions for this activity. **2)** Arrange for your trainee to participate in one or more of the staffing opportunities that are identified above. **3)** After their observation discuss what they identified as the significant issues that the staffing addressed and the different points of view from the parties involved. **4)** What did they observe about how the variety of expertise in the meetings influence the plans. **5)** What did they notice about how the worker prepared for and presented the case at the meeting? **6)** Absent the opportunity to observe one of these staffings, arrange for them to observe a supervisor/social worker monthly case reviews. Discuss their answer to questions 2 – 5 and offer feedback.

Field Activity Debrief

Review with your trainee the observations they made during this activity. Discuss how they could utilize the information learned to put into their own practice. Ask them about what would be challenging for them in preparing and presenting cases in the process of shared decision-making.

Field Instructor's Evaluation of Trainee

The trainee completed this activity and followed the field activity instructions.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee completed this activity with acceptable understanding.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee demonstrated beginning skills in this activity.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

Activity #16 – Child Placement

COMPETENCY

General Category – Intake and Investigation, Working With Children and Youth In Care

Competency – Ability to assess and meet the child's immediate safety needs. Ability to minimize the impact of separation and placement of children in care.

Criteria – Can identify conditions that increase or decrease child safety. Can identify the stages of grief. Can implement appropriate placement practices to reduce multiple placements.

Description of Field Activity given to Trainee

Observe/participate in removal of child from home.

AND/OR

Observe/participate/plan transfer of child from one placement to another.

Field Activity Instructions given to Trainee

1) Observe/participate with your field instructor/supervisor or designated social worker in the decision and the removal a child from their home of origin. **2)** Discuss with the worker the critical factors that led to the decision that placement was needed to keep the child safe. **3)** What were the steps taken to reduce the impact of the separation of the child and their family. **4)** Ask about the legal basis for removal.

AND/OR

1) Observe/participate with your field instructor/supervisor or designated social worker in the transitioning of the child from one placement to another. **2)** Discuss the critical factors and shared decision making before a child has a change in placements into another setting. **3)** Identify the critical information points that led to the decision to change placements. (CPT staffing, court, etc). **4)** Observe the foster placement coordinator in their search of locating a placement for a child. **5)** Observe how the child is prepared for the transition from one foster home to another foster home.

Field Instructor's Directions

1) Review the trainee's instructions for this activity. **2)** Arrange for the trainee to accompany you in the decision and the removal a child from their home of origin. **3)** Discuss with them the critical factors that led to the decision that placement was needed to keep the child safe. **4)** Demonstrate the steps taken to reduce the impact of the separation of the child and their family. **5)** Discuss with them the legal basis for removal.

AND/OR

1) Arrange for the trainee to accompany you in the transitioning of the child from one placement to the another. **2)** Discuss the critical factors and the shared decision making accomplished before a child has a change in placement. **3)** Identify the critical information points that led to the decision to change placement (CPT staffing, court etc). **4)** Introduce them to the foster placement coordinator and to the search process of locating a placement for a child. **5)** Discuss how the child is prepared for the transition from one foster home to another.

Field Activity Debrief

Review with the trainee their observations and answer their questions arising from this activity. Debrief the trainee's feelings and thoughts regarding the removal of a child from their home. Ask them how these feelings and thoughts might impact their practice. Ask them what they will do to manage these feelings and thoughts.

Field Instructor's Evaluation of Trainee

The trainee completed this activity and followed the field activity instructions.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee completed this activity with acceptable understanding.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee demonstrated beginning skills in this activity.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

Activity #17 – Foster Care Visit

COMPETENCY

General Category – Working With Care Providers

Competency – Ability to understand the social worker's role in working with care providers. Ability to work in partnership with care providers.

Criteria – Can identify and apply the components of a supportive and effective relationship with care providers. Can describe the importance of sharing information with care providers as it impacts the lives of children.

Description of Field Activity given to Trainee

Observe a foster home for a minimum of 2 – 3 hours, to include transition times in the home (e.g. child getting home from school, completing homework, getting up in the morning, going to bed.)

AND

Visit a foster home and ask the foster parent(s) what needs they have in working with CA.

Field Activity Instructions

1) Contact the "Placement Coordinator" for your office and request the name and contact information for a foster home in your area. **2)** Contact the foster parent and arrange a time that you can come to their home for a minimum of 2-3 hours to observe. **3)** Observe a transition time (e.g. children getting home from school, completing homework, getting up in the morning, going to bed, etc.) and document the activities the foster parents and children engage in. Take note of the children's needs and how the foster parents address them. **4)** Discuss with the foster parent what information they need to have about the children coming into their home. Ask the foster parent(s) about what they need from CA social workers when children are initially placed and what they need on an ongoing basis. Ask them what it's like living with foster children. Ask them what they need for the children in their care to be successful.

Field Instructor's Directions

1) Review the trainee's instructions for this activity. **2)** Contact the "Placement Coordinator" in your office and ask them to get permission from and arrange a list of foster parents that are willing to have trainees visit and observe activities in their home. **3)** Arrange for the trainee to contact the "Placement Coordinator" for your office so they can get the name and contact information for one of the foster homes on that list. **4)** Arrange a time to debrief the activity after they have visited the foster home.

Field Activity Debrief

Review with the trainee the visit and give feedback regarding their observations and the information they gathered from the questions in this activity. Ask them, “based on their observations what are some of the challenges foster parents face living with children in our system?” Ask them what they learned about what foster parents expect of workers. Ask them what they think would make for a good foster parent social worker relationship.

Instructor’s Evaluation of Trainee

The trainee completed this activity and followed the field activity instructions.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee completed this activity with acceptable understanding.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee demonstrated beginning skills in this activity.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

Activity #18 Health and Safety Visit

COMPETENCY

General Category – Working with Children and Youth in Care

Competency – Ability to understand the role of the social worker in the life of a child/youth in care

Criteria – Can describe and apply a full range of responsibilities of a SW, in relation to children in care through specific case practice situations.

Description of Field Activity given to Trainee

Observe/participate in a health and safety interview of a child in care and enter the interview into CAMIS.

Field Activity Instructions given to Trainee

1) Arrange with your field instructor/supervisor and/or a designated social worker to accompany and observe a 90 day mandated health and safety visit with a child in care. **2)** Ask for the format and plan of the interview. **3)** Discuss your observations of the interview and get feedback. **4)** Observe or enter the interview in CAMIS. **5)** Discuss the range of responsibilities they have with the children on their caseload that are in care.

Field Instructor's Directions

1) Review the trainee's instructions for this activity. **2)** Arrange for your trainee to accompany you on a 90 day mandated health and safety visit to a child in care. **3)** Discuss with them how you plan for such an interview and if you follow a designated format. **4)** Discuss with them the range of responsibilities you have for the children in care on your caseload. **5)** Discuss their observations and give them feedback.

Field Activity Debrief

Review with your trainee what they learned and answer their questions arising from their experience with this activity. Ask them what they think are the top three responsibilities in meeting the needs of children in care and what they could do about it. Ask them what are the key areas to address in health and safety visits.

Field Instructor's Evaluation of Trainee

The trainee completed this activity and followed the field activity instructions.

☐ Yes

☐ No

☐ Partially

☐ N/A

Comments:

The trainee completed this activity with acceptable understanding.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee demonstrated beginning skills in this activity.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

Activity #19 Reunification

COMPETENCY

General Category – Permanency Planning Case Management

Competency – Ability to identify the steps in service planning for reunification/permanency.

Criteria – Can describe and apply appropriate Reunification Assessment and Transition and Safety Plans when developing effective service plans.

Description of Field Activity given to Trainee

Observe/participate in the completion of a Reunification Assessment to develop a Transition and Safety Plan for a successful reunification. If not available, review a case record that has completed this process.

Field Activity Instructions given to Trainee

1) Arrange with your field instructor/supervisor and/or a designated social worker to accompany them on a visit to initiate a Reunification Assessment. **2)** Discuss with the worker the case factors that led them to engage in this assessment. **3)** Observe/participate in the completion of the reunification tool. **4)** Discuss the worker's decision and their rationale. If the decision is for reunification, discuss the components for the Transition and Safety Plan and the rationale for them. **5)** If this activity is not available, ask your field instructor/supervisor for a case to review that has completed this process and answer questions 2 – 4.

Field Instructor's Directions

1) Review the trainee's instructions for this activity. **2)** Arrange for the trainee to accompany you on a visit to initiate a Reunification Assessment. **3)** Discuss with them the case factors that led you to engage in this assessment. **4)** Encourage them to observe/participate in the completion of the reunification tool. **5)** Discuss your decision and rationale for the decision. If the decision is for reunification, discuss the components of a good Transition and Safety Plan and the rationale for them. **6)** If this activity is not available arrange for your trainee to review a case that has completed this process and answer questions 2 – 5.

Field Activity Debrief

Review with trainee what they learned and answer their questions. Ask them what they identified would be challenging in the assessment they observed and what they might do about that if the case was their responsibility.

Field Instructor's Evaluation of Trainee

The trainee completed this activity and followed the field activity instructions.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee completed this activity with acceptable understanding.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

The trainee demonstrated beginning skills in this activity.

☐ Yes ☐ No ☐ Partially ☐ N/A

Comments:

Field Activity Component

Summary Evaluation

Trainee Name: _____

Field Activity Coordinator Name: _____

Please comment on the trainee's performance in the following areas:

Ability to present self in a professional manner

Ability to receive and utilize feedback effectively

Overall comments of trainee's participation in the field component activities as well as areas in need of additional assistance

Trainee Signature

Field Activity Coordinator Signature

Date

Please fax this completed form to Academy Trainer at (206) 923-4899. Thank you.

